



Clark County Parks & Recreation  
Park Reservation Request Form

Event Name: \_\_\_\_\_ Total # of Participants: \_\_\_\_\_

Name of Organization(if corporate or non-profit): \_\_\_\_\_

Organization Main phone number: \_\_\_\_\_ Are you BUSINESS or NON-PROFIT (circle one)

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Secondary contact:\_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address:\_\_\_\_\_

City:\_\_\_\_\_ State:\_\_\_\_\_ Zip Code:\_\_\_\_\_ E-MAIL:\_\_\_\_\_

\*\*\*\*Please indicate if any of the following are planned as a part of your reservation\*\*\*\*  
(these questions refer to if you are selling the following items):

Fundraising: Yes ☐ NO ☐ Food sales or concession stand: Yes ☐ NO ☐

Alcoholic beverage sales: Yes ☐ NO ☐ Ticket sales or admission fees: Yes ☐ NO ☐ Sales of any kind: Yes ☐ NO ☐

Site/Park Name	Location <small>(Address / Cross-Streets)</small>	Room #/Area	Day(s)	Time	Date(s)

**MOUNTAIN CREST AND LONE MTN PARKS DO NOT HAVE ELECTRICITY.**

**Description of events activities** (please describe any special notes, Amusement Service Providers, Security Agency Provider and event details for the dates listed above):

**To be filled out if a non-profit or business entity**  
Attach additional sheets as needed

Clark County is required to verify that organizations requiring a Business License or Charitable Registration are in accordance with Clark County Code Chapter 6 are in good standing with the Department of Business License. Please note that permits will not be issued until all information has been received and verified by the Department of Business License which may result in being unable to accommodate your initial request. To expedite, please submit copies of the following documentation with your request for reservation:

- ☐ IRS 501C (if requesting the Community Rate)
- ☐ State of NV Incorporation Status
- ☐ Clark County Charitable Registration (if requesting the Community Rate)
- ☐ Clark County Business License if applicable
- ☐ Documentation of Affiliation with State or National Parent Organization if applicable (Listed on Form)
- ☐ A Certificate of Insurance listing Clark County NV as additionally insured (\$1 million per occurrence, \$2 million aggregate) will be required prior to the issuance of rental permit(s).

Please return completed packet via email to [MISSYK@ClarkCountyNV.gov](mailto:MISSYK@ClarkCountyNV.gov) or mail to:  
Mtn. Crest Park  
4701 N. Durango Dr.  
Las Vegas, NV 89129  
702-455-1905



Please turn over...

Clark County Parks and Recreation  
Mountain Crest and Lone Mountain Park Reservation

AMENITIES	YES	NO	N/A	RULES / INSTRUCTIONS
AMPLIFIED MUSIC <u>ONLY AVAILABLE AT MTN CREST B and Lone Mountain Regional H!!</u> <u>Not allowed at any other reservable/nonreservable area</u>				Clark County Ordinance 12.40.020, states that portable sound devices must not be so loud as to heard from more than 75ft. With the exception of Area B at Mountain Crest Park and Area H at Lone Mountain regional, as long as a proper permit has been issued.  INT _____
AMUSEMENT SERVICES/ BOUNCE HOUSE? <u>NO DUNK TANKS OR PONY RIDES ALLOWED</u> TYPE OF SERVICE?  NO AMUSEMENT SERVICES ALLOWED AT MOUNTAIN CREST AREA “A”	Popcorn____ Snowcone____ Cotton Candy____  Bounce House____  Characters____  Face Painter____  Magician_____  Other_____			A copy of a one million (\$1,000,000) liability insurance policy with a two million (\$2,000,000) aggregate that lists Clark County named as co-insured or additional insured. Proof of insurance must be submitted 30 days prior to the date of your event. If not provided, your event will be cancelled in accordance with our refund policy. <b>*THERE IS NO DRIVING IN THE PARK GROUNDS/GRASS/CEMENTED AREAS, with the exception of parking lot area</b> <b>* No Stakes in the ground for bounce house and like items. Sand bags can be used to hold down. If possible, maintenance staff can assist of the location of stakes.</b>  INT _____
TRASH REMOVAL  <u>This is to be marked N/A, trash removal service is not available at Mtn. Crest or Lone Mtn Parks.</u>			X	Groups who leave excessive trash after their event will be required to pay a \$250 Trash Removal Fee  <u>ALL TRASH SHOULD BE THROWN AWAY IN THE PROPER RECEPTICALS. IF MORE THAN ONE BAG IS FULL PLEASE DUMP IN DUMPSTER OR PLACE THE TIED UP GARBAGE BAG NEXT TO THE RECEPTICAL</u>  INT _____
CANOPIES/EZ UP TENTS 10X10____ 10X20____ 12X12____ 20X20____ NOT ALLOWED IN MC “A”				Clark County Fire Dept. Tent Permit Required for Tents >200sqft; Canopy > 400sqft. 702-455-7316  <u>NO STAKING INTO GROUND!! YOU MAY USE SAND/WATER BAGS OR COOLERS</u>  INT _____
SECURITY GUARDS  2 Security guards are required for all groups during the time period with 101+ attendees.				REQUIRED FOR GROUPS OVER 100. GROUPS MUST NOTIFY MOUNTAIN CREST/PARK POLICE 30 DAYS PRIOR TO EVENT OF THE SECURITY COMPANY, AS WELL AS PROOF OF PAYMENT. IF NOT PROVIDED 30 DAYS IN ADVANCE RESERVATION WILL BE CANCELLED IN ACCORDANCE WITH OUR REFUND POLICY.  INT _____
CONCESSIONS SALE OF ALCOHOL ADMISSION FEES ADVERTISEMENT COMMERCIAL VEHICLES NOT ALLOWED IN MC “A”				A written request to the Director of CCPR required for approval, 30 days prior to the event. Permission will only be granted to non-profit organizations, additional security may be required. TAM Card Required. Event CANNOT be open to the public, Special Contract and Business License Required.  INT _____
ALCOHOL CONSUMPTION  A Copy of a Government ID (ie. Driver’s license, ID, Passport, Military ID, etc.) Will be taken at the time of Reservation of the responsible person.				Alcohol consumption is allowed by all persons over the age of 21 years old, under the Special Use Permit. This limits the location of the legal consumption of alcohol to under the covered gazebo area. It is not legal to roam the park with alcohol. The responsible applicant for this reservation, by signing below and providing a copy of their Government Issued ID (Drvier’s License, ID, Passport, Military ID, etc.) is claiming all responsibility for their Party and the consumption of Alcohol. <u>NO GLASS CONTAINERS! PLEASE USE PLASTIC OR ALUMINIUM CANS.</u>  INT _____

30 days or more prior to reservation date – 100% refund. 14-29 days prior to reservation date – 75% refund. Less than 14 days prior to reservation date- 50% refund NO REFUNDS after reservation date for no-show.

Responsible Applicant \_\_\_\_\_ Date \_\_\_\_\_

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